



European Union Network for the Implementation
and Enforcement of Environmental Law

Knowledge and Information Programme (KIP)

Activities report

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Introduction to IMPEL

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the environmental authorities of the European Union (EU) Member States, and of other European authorities, namely from acceding and candidate countries of the EU and European Economic Area (EEA). The association is registered in Belgium and its legal seat is in Brussels, Belgium.

IMPEL was set up in 1992 as an informal Network of European regulators and authorities concerned with the implementation and enforcement of environmental law. The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. The core of the IMPEL activities concerns awareness raising, capacity building and exchange of information and experiences on implementation, enforcement and international enforcement collaboration as well as promoting and supporting the practicability and enforceability of European environmental legislation.

During the previous years IMPEL has developed into a considerable, widely known organisation, being mentioned in a number of EU legislative and policy documents, e.g. the 8th Environment Action Programme that guide European environmental policy until 2030, the EU Action Plan: "Towards a Zero Pollution for Air, Water and Soil" on Flagship 5 and the Recommendation on Minimum Criteria for Environmental Inspections.

The expertise and experience of the participants within IMPEL make the network uniquely qualified to work on both technical and regulatory aspects of EU environmental legislation.

Information on the IMPEL Network is also available through its website at: www.impel.eu



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<p>Executive Summary</p> <p>Report overview activities and deliverables Knowledge and Information Programme 2022-2024</p>	
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1. Introduction

After the feasibility study “Knowledge and Innovation Centre” (2020 – 2021) a so called proof-of concept project was conducted from 2022 onwards to demonstrate its value. This project is the Knowledge and Information Programme (KIP).

KIP is designed to assist projects from the IMPEL Expert Teams to develop tools, training materials and to disseminate project reports and project results on the IMPEL website.

The strategic aim of KIP is to enhance connectivity within the IMPEL network and support the existing network of experts in helping members with the implementation of EU environmental legislation through capacity building and training. It will not duplicate existing work, but is intended to add value to the proven existing voluntary processes on which IMPEL is robustly founded and the professional support services provided by the IMPEL Secretariat.

KIP is be designed from the outset to complement and enhance existing IMPEL structures and not to replace them or duplicate activities carried out within them.

In this report the activities and deliverables of KIP in the period 2022 - 2024 are described.

2. Activities and deliverables

2.1 General

The KIP team started with 10 project team members in 2022. In 2023 the number of project team members decreased to 8. The capacity of KIP consists of 0,5 FTE in the secretariat of IMPEL and in total 160 days of expertise. The composition of the team remained unchanged during 2024. Experts are involved from 4 member states: Croatia (2); Portugal (2); Greece (1); The Netherlands (1) and Scotland (1). The composition of the team remained unchanged during 2024. The project team meets every two weeks on Monday. During the online meetings ongoing activities are being discussed. Topics include the development of the IMPEL website, development of KIP products such as the guidance Creating guidance documents step by step, train the trainer activities and development of E-learning platform.

The delivery of products for the website, such as the development and publication of guidance and tools according to the Fit for use principle, has been delayed since the features of the website needed to publish guidance documents according to the Fit for use principle were implemented on the IMPEL website in December 2024.



2.2 Activities and deliverables 2022-2024

2.2.1 IMPEL website

In 2022 IMPEL has started to further improve the IMPEL website with the aim that the website can be used as a knowledge platform for IMPEL members and regulators in Europe.

KIP has been involved in this process by giving support and advice on additional features for the IMPEL website.

Activities and topics included:

- Website structure – new structure to guide the visitor of the website to easily find information on environmental topics and subtopics. Miro platform was used to develop this new structure
- Lay-out and features for the library
- Lay-out and features for project pages
- Lay-out and features guidance and tool pages
- Lay-out and features learning pages
- Participation in regular online meetings with website developer.

On 6 December 2024 the updated IMPEL website went live. KIP will continue to support future up-dates on website enhancement features needed for further improvement of the dissemination of project outcomes.

2.2.2 Development of KIP Guidance

Guidance ‘Creating guidance documents step by step’

KIP has developed in 2023 the Guidance ‘Creating guidance documents step by step’. This guidance provides a step-by-step approach for project deliverables as guidance and tools on the IMPEL website in HTML format. The starting point for the development of IMPEL Guidance and tools is to ensure that IMPEL’s expert knowledge will be easy to access and is fit for use for the regulators across Europe working on the implementation of European environmental law. The guidance is part of the IMPEL Guidelines for Project Management. It is a living document and will be up-dated when needed.



IMPEL Knowledge and Information Programme Practical Guidance

In 2023 KIP has developed the IMPEL Knowledge and Information Programme Practical Guidance. This practical guidance is intended to guide IMPEL experts to develop products on:

- Project documentation: guidance reports, manuals, tools;
- Presentation of project results;
- Exchange of expertise;
- Knowledge transfer;
- Training toolkit, including:
 - Training methodology
 - Training needs assessment
 - Training materials;
 - Training programme;
 - E-learning;

This guidance is a living document and will be up-dated when needed.

2.2.3 Project team meeting Brussels

From 31 October until 2 November 2023 the KIP project team meeting took place at the office of Rijkswaterstaat in Brussel. Topics discussed at the meeting included the draft practical Guidance, including the tasks and activities of KIP and the structure of the IMPEL website. During 1,5 days an introduction on the train the trainer methodology STEA (Step Theory Exercise Assignment) was given to the participants of the meeting. The STEA train the trainer methodology contains 5 steps (Diagnosis model- Slide – Theory – Exercise – Assignment). These steps were explained to the participants and included exercises on how to execute each step.

2.2.4 Development Guidance pages IMPEL website

After the finalisation of the enhancements of the IMPEL website, the KIP team has started in 2024 to support the development of a guidance webpage on the IMPEL website. The KIP team has supported the project leader of the CAED project to publish the CAED guidance on the IMPEL website (image included in annex 1). The guidance page was designed using the fit for use principle. “Fit for use” means that products will be published on a dedicated project page using logical steps and smart navigations without changing the content so users can quickly and easily use the deliverables in their own language”. The visitor of the webpage can easily navigate between the different chapters and sections of the CAED Guidance. The content of the guidance can be translated in the language of choice by using the translation tool included on the website. The guidance can also be downloaded in pdf format.



2.2.5 Training activities

Train the trainer course

In 2024 KIP has developed and carried out a Train the Trainer course for 15 project team members of the CAED project. The duration of the course consisted of 2 training sessions. Training session 1 of 3 days and training session 2 was 2 days. The trainees that completed the course received the Train the trainer certificate. KIP has developed a format for a training certificate (Annex 1)

E-learning tool

E-Learning tools are important to help support the role out IMPEL training materials to the IMPEL community and beyond. The IMPEL Knowledge and Information Programme (KIP) have identified the need to purchase such a tool to enable KIP to support IMPEL to meet its MASP and strategic objectives and to help disseminate the products of each IMPEL working group and project team. It was recognized that IMPEL will be unable to achieve its mandate without purchasing such a tool. In 2024 the KIP team carried out a desk-based review of E-learning tools and identified 3 different E-learning providers/systems to take forward to a testing phase. The KIP team has drafted a paper for the IMPEL board to approve the purchase of the E-Learning tool which was ranked as best supplier for E-learning tool for IMPEL. The tool was purchased in November 2024.

E-learning courses


In December 2024 two E-learning courses were published in the E-learning tool Easy generator: CAED E-learning course and LIFE SWEAP. The E-learning courses were developed by the project leader of CAED and LIFE SWEAP. The KIP team supports and facilitates the development of E-learning by giving feedback on the lay-out and learning component (for example use of modules, types of questions, lay-out, etc.). KIP will start develop in 2025 a guidance on E-learning to further support project teams for the drafting of E-learning courses.



Annexes



Annex I. Image CAED Guidance page



European Union Network
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CAED - Practical Guide

Select Language **EN** ▼ [DOWNLOAD PDF VERSION](#)

Cross-cutting tools & Approaches
Environmental Damage & Li...

Guidance files

THE CAED PROJECT

PURPOSE & SCOPE

The NEW PROCEDURAL APPROACH

BACKGROUND

INTRODUCTION TO THE NEW METHODOLOGY

CONTENT OF THE PRACTICAL GUIDE

TERMINOLOGY

ACRONYMS

EU COM Notice: Guidelines providing a common understanding of the term environmental damage

Check-list to screen ELD cases for non-experts in ELD

THE CAED PROJECT

As part of its 2016-2020 Strategic Work Programme, the IMPEL Network set up this project in the environmental damage thematic area, concerning the criteria for the determination of the environmental damage and imminent threat of damage, called CAED - Criteria for the Assessment of the Environmental Damage.

The CAED project takes guidance on key terms and definitions of Environmental Damage as a springboard and focuses on the technical/administrative procedures necessary to make determination of environmental damage.

The CAED project has been included in the ELD Multi-Annual Rolling Work Programme (MARWP) 2021-2024 of the EU Commission (as activity 1.3) as one of the activities for capacity building and it has strong links with the European Commission's publication on 25 March 2021, of the Commission Notice C(2021) 1860 final titled "Guidelines providing a common understanding of the term "environmental damage" as defined in Article 2 of Directive 2004/35/EC on environmental liability with regard to the prevention and remedying of environmental damage".

The ultimate goal of the project was to develop a guide and a useful tool proving criteria, methods, decision-making flowcharts, tables and check-lists to help screening, identifying and assessing environmental damage and imminent threat of damage under ELD, as well as conduct trainings on these products.

This Practical Guide proposes a new approach for the assessment of environmental damage based on three phases of ascertainment and on reference parameters relating to "evidence" and to "clue" of environmental damage, taking guidance on the Guidelines SNPA 33/2021 of the National System for Environmental



Annex 2. Format training certificate



